

POLICY FAMILY	SUBSTITUTE TEACHERS	314
<p data-bbox="256 260 315 296"><u>314.</u></p> <p data-bbox="224 336 347 405">Substitute Teachers</p> <p data-bbox="170 810 399 951">Adopted 2/6/80 Amended 4/10/91 11/20/96 2/14/02</p>	<p data-bbox="448 260 1438 317">The Superintendent's office shall develop and maintain a list of substitute teachers in order to ensure the continuation of instructional programs in the absence of regularly assigned staff.</p> <ol data-bbox="448 352 1438 919" style="list-style-type: none"> <li>1. All substitute teachers must hold an undergraduate degree from an accredited institution of higher learning.</li> <li>2. Whenever possible, substitute teachers should also be certified by the Massachusetts Department of Education.</li> <li>3. No substitute teacher shall be employed without the consent of the Superintendent of Schools.</li> <li>4. School administrators will notify the Director of Human Resources if a substitute teacher does not meet the standards of the Shrewsbury Public Schools. The Director of Human Resources will determine when individuals are to be removed from the substitute list.</li> <li>5. Administrators in each building will provide substitutes with written information about school procedures.</li> <li>6. The Superintendent will periodically review the compensation of substitute teachers and make recommendations for adjustments to the School Committee.</li> </ol>	